

Improving Accuracy of Accreditation Reporting



**presented by
Standards and Systems Support
Division of Public School Accountability
Arkansas Department of Education
2018-2019**

Locating Rules Governing Standards for Accreditation of Arkansas Public Schools

Go to Arkansas Department of Education web page
<http://www.arkansased.gov>

Go to Rules

Go to Current

Scroll down to Standards for Accreditation



Arkansas Department of Education Rules Governing Standards for Accreditation

- 1.00 REGULATORY AUTHORITY
- 2.00 PURPOSE
- 3.00 DEFINITIONS
- 4.00 BI-ANNUAL REVIEW AND APPROVAL OF THE STANDARDS FOR ACCREDITATION
- 5.00 CITED STATUS
- 6.00 PROBATIONARY STATUS
- 7.00 ACCREDITATION OF PUBLIC SCHOOLS AND PUBLIC SCHOOL DISTRICTS
- 8.00 SPECIFIC TIME FRAME FOR CITATIONS OR PROBATIONS
- 9.00 ENFORCEMENT OF STANDARDS FOR ACCREDITATION
- 10.00 RIGHT OF APPEAL
- 11.00 WAIVER AUTHORITY AND PROCESS
- 12.00 NOTIFICATION TO THE PUBLIC



Arkansas Department of Education Rules Governing Standards for Accreditation

APPENDIX A - THE STANDARDS FOR ACCREDITATION

Standard 1: Academics

Standard 2: Student Support Services

Standard 3: District Operations and Fiscal Governance

Standard 4: Human Capital

Standard 5: Stakeholder Communication / Family and Community Engagement

Standard 6: Facilities and Transportation



Curriculum Support



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Physical Education & Physical Activity

Kindergarten-4th grade

40 minutes P.E. each week (1440 minutes total)

90 minutes Physical Activity each week

Grades 5-6

40 minutes P.E. each week (1440 minutes total)

90 minutes Physical Activity each week



Physical Education & Physical Activity (Cont.)

Grades 5-8 Grades 6-8 OR any Middle School combination	<ul style="list-style-type: none">• 40 minutes per week or equivalent time (1440 minutes) P.E.• No Physical Activity Requirement
Grades 5-6	30:1
Grades 7-8	Large Group Instruction permitted



Art and Music

Kindergarten	Classroom teacher may teach both art and music with no minimum number of minutes required.
Grades 1-6	40 minutes per week or equivalent time (1440 minutes) with certified Art and Music Teachers.
Grades 7-8	<p>Classes must be taught by certified Art and Music teachers.</p> <p>Students may choose Art or Music.</p> <p>No minimum number of minutes.</p> <p>Choir and/or Band is eligible for large group instruction.</p>



Taught and/or Offered

The required 38 units of instruction for high school(s) (Grades 9-12) are taught, considered taught, and/or offered in accordance with the Rules Governing Standards for Accreditation and A.C.A. § 6-15-213.



Personnel Support



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No Students Attached FTE's

Superintendent	Full time required at 300 students.
Principal	Full time with 300 students. More than 500 requires an additional ½ time Assistant Principal or Instructional Supervisor or Curriculum Supervisor.
Counselor	District average of 1:450
Library Media Specialist	300 to 1499 students require a full time Library Media Specialist. Less than 300 requires ½ time. Each school must have at least a .5 FTE Library Media Specialist.



Counselor

District average of 1:450

Example: School A has 400 students with one counselor.

School B has 500 students with one counselor.

That is a total of 900 students in the district.

900 divided by 450 = 2 counselors

900 students may be served in this manner.

All other required FTE ratios are by individual school enrollment numbers.



Data Quality in Cycle Reporting



Purpose Of Cycle Reporting

The Cycle submissions are the way for districts and schools to document compliance with rules governing standards for accreditation.

Check ADE *“Rules Governing Standards for Accreditation of Arkansas Public Schools”* at Arkansased.gov



Purpose Of Cycle Reporting (Cont.)

The Cycle reports are used to determine the accreditation status for each district and school.

The information generated in the Initial/Annual Accreditation Report is pulled from the districts' current Cycle submission.

Use the Standards Annual Accreditation System (SAAS) from the data center to periodically check your accreditation status.

<https://adedata.arkansas.gov/saas/>

Preliminary District SAAS Reports (Restricted)

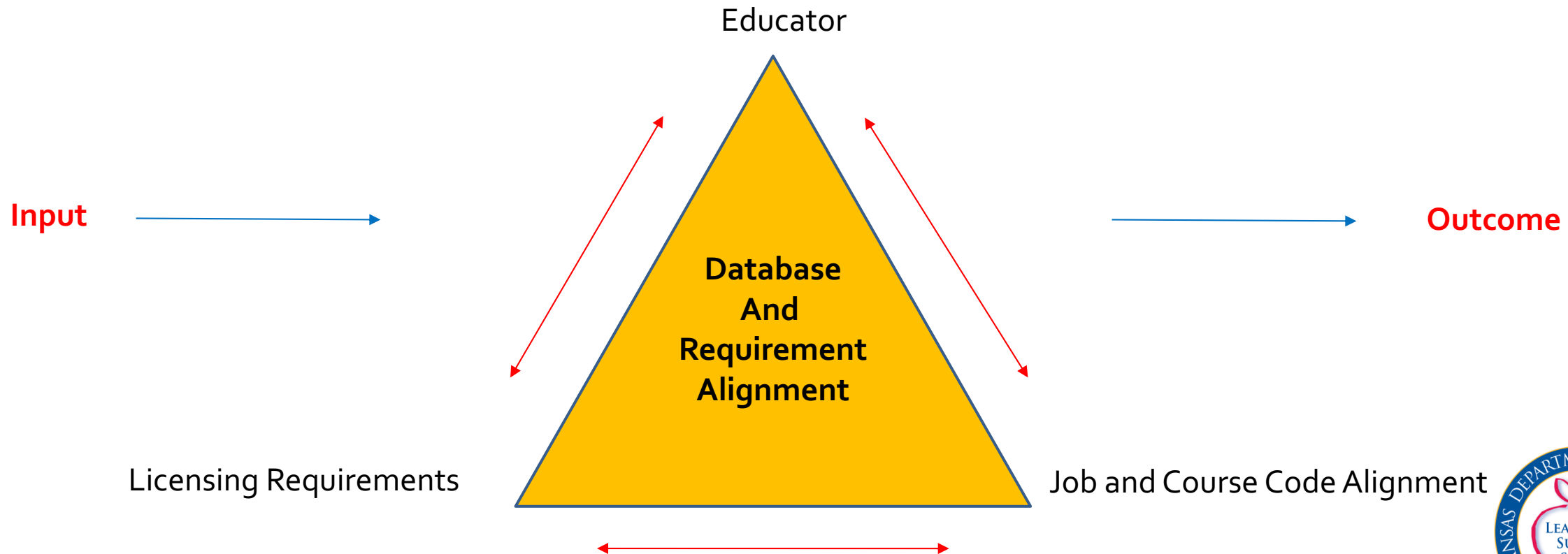


Self-monitoring of Standards Annual Accreditation System (SAAS)

- Review data before each Cycle report for Validation edits.
- Conference with building administrators about errors and resolutions.
- Be aware that Validation edits may be probationary violations on the accreditation report if left unresolved.
- Monthly check the SAAS program for errors throughout the school year.
- Review the Final Accreditation report with the upcoming school year in mind.
- Inform staff with ALPs/ALCPs of timelines for completion.



Triangulation of Educators, Licensure, and Job and Course Code Alignment



Data Quality – Teacher Licensure

Please ensure accuracy of data entry, especially:

- Arkansas Teacher License numbers.
- Four-digit job code for positions with no students attached. (Ex. – Superintendent, 1000)
- Update information to ensure that personnel no longer employed by the district are not in the staff list/teacher catalog.
- Check Arkansas Teacher License number of all new staff in certified staff positions.
- Check licensure of new staff members and staff members whose job assignments have changed.

Before hiring a new staff member, confirm they are licensed to teach the needed course or are eligible and willing to be placed onto an Additional Licensure Plan (ALP).



(<https://adeaels.arkansas.gov/AelsWeb/Search.aspx>)

Anomaly in the system

Certification for coaches from Arkansas Activities Association (AAA)

Does not permit coaches to teach

- PE
- Health



Recommendation

For each Arkansas licensed individual teaching out of area/grade level, the district and individual must complete 3 actions.

1. Submit completed ALP/ALCP;
2. Request waivers yearly, throughout the duration of the ALP from Dr. Jeremy Owoh, Assistant Commissioner, Division of Educator Effectiveness and Licensure; and
3. ALPs require written notice sent to parents of each student in the affected classroom(s).

ALP- Additional Licensure Plan

<http://www.arkansased.gov/divisions/human-resources-educator-effectiveness-and-licensure/educator-licensure-unit/add-licensure-area-to-license/additional-licensure-plans-alp>

ALCP- Administrator Licensure Completion Plan

<http://www.arkansased.gov/divisions/human-resources-educator-effectiveness-and-licensure/educator-licensure-unit/administrator-licensure>



Scheduling – Course SIS Data

- Pulls in Cycles 2,6 & 7

Menu Access:

Scheduling Center >

Master Schedule >

Course SIS Data

Course SIS Data

SaveSearchList

Building: 40 - Your Town High School **Course:** 414000 **Section:** 1 **Course Description:** Oral Comm

Exclude From Cycle:

DO NOT USE (Previously HQT): 6 Not Applicable

Licensure Exception: NA Not Applicable

Vocational LEA:

Digital Learning Type: NO No

Digital Learning Provider:* Na Not Applicable

Digital Delivery: Na Not Applicable

Special Ed: ☐

Alternative Environment: ☐

Coding Block 7/8: ☐

College Credit: ☐

Institution Issuing Credit:

Kindergarten Overage Flag: ☐

Course Minutes: 0

SaveSearchList



Scheduling – Course SIS Data

- **Exclude from Cycle** – Used to indicate that a course-section should **NOT** be pulled for cycle reporting.
- **Licensure Exception** – Indicates the reason a teacher is assigned to a course that he/she is not licensed to teach. An unlicensed teacher in a core academic area must meet AQT.
- **Vocational LEA** – Used to indicate the Vocational or Secondary Center where the course is taken.



Scheduling – Course SIS Data

**Digital Learning Act 1280 of 2013 - Commissioner's
Memo: COM 14-078 06/13/2014**

- **Digital Learning Type** - Indicates the digital learning service type provided.
 - Note: The Digital learning teacher should be reported, not the room monitor/facilitator.
- **Digital Learning Provider** - Indicates the organization providing the digital learning instruction.



Scheduling – Course SIS Data

- **Digital Delivery** - Indicates the type of technology used in the digital learning instruction.
- If the Digital Learning teacher is from a provider and this teacher does not hold an Arkansas teaching license, the district is required to obtain the birthdate and a generic SSN on the teacher.



Scheduling – Course SIS Data

- **Special Education** – Used to indicate that the course- section is taught in a Special Education environment offered exclusively to Special Ed students.
- **Alternative Ed** -All ALE courses must have this field checked
- All students in an ALE program must have designated ALE courses scheduled
- All ALE courses should indicate the MINUTES PER DAY the course meets on Course SIS Data Screen.



Scheduling – Course SIS Data

- **Coding Block 7/8** - Check the Coding Block 7/8 box to indicate the Computer Science Coding Block for grades 7 or 8 curriculum is taught as part of this course.
- **Kindergarten Overage Flag** – Used to indicate that this course-section has more students than allowed but is acceptable due to having a teacher aide.



Scheduling – Course SIS Data

- **AAA Certification-** Check the AAA box to indicate the teacher for Athletics is certified through AAA.
- **Regular Education Self-Contained-** Check the Regular Education Self-Contained box to indicate the class does not count toward the 150 class load for the teacher.



Data Quality – Concurrent Credit

For non-licensed instructors of concurrent credit courses employed by an institution of higher education,

1. use [999-99-9999](#) as SSN and
2. Concurrent Credit as the name of the instructor.

Data Quality – Digital Learning

For Arkansas Virtual School (ARVS), use the number provided by the school (ARVS) as the Teacher Identification Number. For other out-of-state digital providers, the school should verify with the sending state the qualifications of the teacher to teach the course and then request a teacher identification number from the Arkansas Department of Education.

Data Quality – Course Codes

Six-digit course code for positions that require a student count.



Scheduling – Course SIS Data

Concurrent Credit

- **College Credit** – If course is a college course issuing college credit check the box.
- **Institution Issuing Credit** – Select the name of the institution issuing the concurrent college credit from the drop down table.

Concurrent Credit courses should have the College Credit field checked and the institution that is providing the concurrent credit course indicated in the Institution Issuing Credit field.



Data Quality – Job Codes

Four-digit job codes for no students attached in a certified position.

(Ex. Speech Language Pathologist 9020)

Three-digit job codes for classified positions.

(Ex. Speech Language Pathologist 474)



Data Quality – **Gifted and Talented**

Advanced Placements certificates must be recorded in the ADE Office of Gifted and Talented.

Advanced Training Plan (ATP)



Data Quality – Class Size

Elementary

20:1 in Kindergarten or classes with 21 or 22 students, a half-time aide is required.

Average 23 with maximum of 25:1 in Grades 1-3

Average 25 with maximum of 28:1 in Grades 4-6

30:1 in Grades K-6 Physical Education Classes

150 students maximum per day in Grades 5-6

Physical Activity has no maximum number of students

Extra compensation will permit additional students per day
(But not exceed class size ratio).

ACT 1113 of 2017 and A.C.A. § 6-17- 812 (a)



Data Quality – Class Size (*Cont.*)

High School Grades 7-12

30:1 per class

150 students maximum per day

Large group instruction is allowed in:

Physical Education, performing arts such as Band and Choir, ROTC,
other approved courses.

Extra compensation will permit additional students per day
(But not exceed class size ratio).

ACT 1113 of 2017 and A.C.A. § 6-17- 812 (a)



APSCN State Report MS Check

Public Folders > Student Management System > Scheduling > State Reporting Information

State Report Master Schedule Verification Report

APSCN High School

Teacher: King, Stephen

Teacher #: 2410

Period	Course	Section	Course Name	Credit	MP 1 Count	MP 2 Count	MP 3 Count	MP 4 Count	Exclude From Cycle	Licensure Exception	Vocational Center	Digital Learning Type	Digital Learning Provider	Digital Delivery	SP ED	ALE	Course Minutes	Coding Block 7/8	College Credit	Institution	KF Overage
8	41500V	8	Journalism I	1.00	14	14	13	13		Not Applicable		Full Service	Virtual Arkansas	Web Based/ Internet	N	N	0	N	N		N

Teacher: Monroe, Wally

Teacher #: 1895

Period	Course	Section	Course Name	Credit	MP 1 Count	MP 2 Count	MP 3 Count	MP 4 Count	Exclude From Cycle	Licensure Exception	Vocational Center	Digital Learning Type	Digital Learning Provider	Digital Delivery	SP ED	ALE	Course Minutes	Coding Block 7/8	College Credit	Institution	KF Overage
1	999800	17	Teacher Prep	0	0	0	0	0		Not Applicable			Not Applicable	Not Applicable	N	N	0		N		N
2	388310	1	Math 8	0	24	24	24	24		Not Applicable		No	Not Applicable	Not Applicable	N	N	0	N	N		N
4	430000	1	Algebra I	1.00	21	21	21	21		Not Applicable		No	Not Applicable	Not Applicable	N	N	0		N		N
5	430000	2	Algebra I	1.00	23	23	21	21		Not Applicable		No	Not Applicable	Not Applicable	N	N	0		N		N
6	435000	1	Bridge to Algebra II	1.00	16	16	16	16		Not Applicable		No	Not Applicable	Not Applicable	N	N	0		N		N
7	430000	3	Algebra I	1.00	18	18	20	20		Not Applicable		No	Not Applicable	Not Applicable	N	N	0		N		N
8	432000	1	Algebra II	1.00	17	17	19	19	0	Not Applicable		No	Not Applicable	Not Applicable	N	N	0	N	N		N

Teacher: Ziffle, Arnold

Teacher #: 1542

Period	Course	Section	Course Name	Credit	MP 1 Count	MP 2 Count	MP 3 Count	MP 4 Count	Exclude From Cycle	Licensure Exception	Vocational Center	Digital Learning Type	Digital Learning Provider	Digital Delivery	SP ED	ALE	Course Minutes	Coding Block 7/8	College Credit	Institution	KF Overage
1	423000	1	Physical Science	1.00	24	24	24	24		Not Applicable			Not Applicable	Not Applicable	N	N	0		N		N



APSCN Teacher Totals All Year

Public Folders > Student Management System > Scheduling > State Reporting Information

APSCN High School

Teacher Totals All Year

Staff: Shackleford, Rusty

Start Period	Course	Course #	Section	Seats Used MP1	Seats Used MP2	Seats Used MP3	Seats Used MP4
2	Spanish I	440000	3	13	13	13	13
4	Spanish I	440000	2	14	14	14	14
Bassett, Bethany - Totals				27	27	27	27

Staff: Simpson, Marge

Start Period	Course	Course #	Section	Seats Used MP1	Seats Used MP2	Seats Used MP3	Seats Used MP4
2	Study Hall	999000	20	11	11	9	9
3	Study Hall	999000	21	11	11	11	11
4	Study Hall	999000	22	6	6	6	6
Bennett, Tonya - Totals				28	28	26	26

Staff: Vandelay, Edward

Start Period	Course	Course #	Section	Seats Used MP1	Seats Used MP2	Seats Used MP3	Seats Used MP4
2	Health & Wellness	480000	2	6	6		
	Personal Fitness For Life	485010	3			8	8
3	Physical Education Sr	485000	1	0	0	0	0
4	Athletics Junior Boys	999811	1	24	24	24	24
6	Personal Fitness For Life	485010	4	24	24		
7	Prep	999800	18	0	0	0	0
8	Athletics Senior Boys	999814	1	10	10	10	10
Cude, Jeremy - Totals				64	64	42	42



Accuracy of Accreditation Reporting

- Enter accurate data
- Avoid overrides
- Revisit SAAS monthly
- Make corrections for next month's report



Questions and Answers



Standards and Systems Support Division of Public School Accountability Arkansas Department of Education

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Supporting Documents

Arkansas Certified Job Codes List

<https://adedatabeta.arkansas.gov/jcms/certjobs>

Arkansas Classified Personnel Job Codes List

<https://adedatabeta.arkansas.gov/jcms/cjobs>

Arkansas Educator Licensure System

<https://adeaels.arkansas.gov/AelsWeb/Search.aspx>

Course Code Management System

<https://adedatabeta.arkansas.gov/ccms/CourseList>

2016-2017 Override Report (*Sent with the 2016 – 2017 Final Annual Accreditation Report.*)

<https://adedata.arkansas.gov/Login.aspx?ReturnUrl=%2fsaas%2fsaaspreliminary%2f>

2016-2017 Final Accreditation Status Report (archived in SAAS)

